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**MARY**

**MARY.368479@2freemail.com**

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| **Position Applying For** | Receptionist / Sales Staff / Document Controller |
| **Degree** | Bachelor of Science in Hotel and Restaurant Management  |
| **Years of Experience** | 4 years |
| **Years of Experience in UAE** | 1 year |
| **Visa Status** | Visit Visa |
| **Availability** | Anytime |
| **Nationality** | Filipino / Philippines |
| **Languages Speak** | English, Tagalog |
| **Birthday / Age** | December 7, 1988 |

###  CAREER OBJECTIVE:

To find stable employment that will allow me to utilize my skills and knowledge and to be able to continue to broaden my knowledge, and gaining further experience that will allow me to contribute towards the growth and benefit of the company.

###  SKILLS and QUALIFICATIONS:

* Knowledgeable in Computer Software Applications / Microsoft Office Skills
* Administration Assistance and Secretarial Skills
* Public Relations
* Good Communications Skills both written and verbal
* Multitasking ability
* Excellent customer relationship skill
* Ability to handle a large volume of work quickly and accurately under time constraints and minimum supervision
* Proficiency in general office duties and responsibilities, flexible and willingness to learn new skills
* Aggressive, hardworking, resourceful and dedicated to work
* Looking forward to new challenges and to have opportunity to learn new methods of work
* Customer orientation and ability to adapt/respond to different types of characters

###  EMPLOYMENT RECORD:

**DISTRIBUTION ASSISTANT (May 2015 - May 2016)**

**Coca-Cola Bottlers Philippines**

**Sumulong Highway, Antipolo City**

**Philippines**

* Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.
* Liaise with Shipping Team to ensure correct delivery paperwork.
* Prepare daily shipment documentation.
* Process customer returns.
* Liaise with stock, customer care and special orders.

**COUNTER CHECKER (April 2014– April 2015)**

**SM Department Store**

**Marikina City, Philippines**

* Verify credit acceptance by reviewing and recording driver's license number; operating credit card authorization system.
* Keep credit/ debit card receipts to be forwarded to the accounting office.
* Check the items purchased are in good condition.
* Tally the number of items packed to the quantity items on the receipt.

**RECEPTIONIST / SECRETARY (February 2012 – April 2013)**

**Maison de Rimal**

**Bawadi Mall, Al Ain, UAE**

* Welcome visitors and clients by greeting them in person or on the telephone - answering or referring inquiries.
* Answer, screen and forward any incoming phone calls while providing basic information when needed.
* Receive and sort daily mail/deliveries/couriers.
* Maintain safe and clean reception area by complying with procedures, rules and regulations.
* Maintain continuity among work teams by documenting and communicating actions and continuing needs.
* Assist to keep stock of stationery supplies for the office.
* Perform data-entry, recording, printing and filing duties.
* Assist to check and verify invoices.
* Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges).
* Update appointment calendars and schedule meetings/appointments.
* Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.

**PROMODISER (December 2006 – December 2007)**

**Robinson Appliance Center**

**Marquinton Blue Wave, Marikina City, Philippines**

* Assist the needs of the customers while at the same time promoting the product that has been assigned.
* Merchandise and promote the product.
* Daily inventory.

**SENIOR CASHIER (SERVICE CREW) (April 2006 – October 2006)**

**Jollibee Foods Corporation**

**Edsa Kamias, Quezon City, Philippines**

* In charge in supervising cashiers and daily tracking of sales.
* Issue receipts, refunds, and credits.
* Discount purchases by redeeming coupons.
* Balance cash drawer by counting cash at beginning and end of work shift.
* Maintain checkout operations by following policies and procedures; reporting needed changes.
* Maintain safe and clean working environment by complying with procedures, rules, and regulations.
* Contribute to team effort by accomplishing related results as needed.

**CASHIER (SERVICE CREW) (June 2005 – December 2005)**

**Jollibee Foods Corporation**

**Bauan, Batangas City, Philippines**

* Operating a cash register.
* Set up cash drawers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Take orders and guide customers.
* Train newly hired staff and assures in giving them proper product knowledge and the best service and knows company’s standard.
* Do administrative duties and provide good customer service.

###  EDUCATION:

June 2009 – March 2010 Bachelor of Science in Business Administration

College Level Major in Financial Management

 Institute of Creative Computer Technology (ICCT)

 Cainta, Rizal, Philippines

June 2000 – March 2004 Secondary

Graduate San Rafael National Trade School Bulacan, Philippines